

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

Angelo Pitillo
Commissioner

Karen Marciniak, Secretary
Sharon Beres, Chairperson

Ralph Galanti
Commissioner

CITY OF LACKAWANNA

OPEN COMPETITIVE EXAMINATION FOR:

CUSTODIAN

Exam No 60670

\$10.00 Filing Fee

Open-competitive examination No. 60670, **CUSTODIAN**, Lackawanna City School District
Eligible List will be used to fill any future vacancy in the position of Custodian Starting Salary: \$35,107

EXAMINATION DATE
March 14, 2020

LAST DATE FOR FILING APPLICATION
January 15th 2020

RESIDENCY REQUIREMENT: Candidates must have been legal residents of the City of Lackawanna for at least four (4) months immediately preceding the date of the written exam and be legal residents of the City of Lackawanna at time of appointment.

MINIMUM QUALIFICATIONS: One year of building cleaning or maintenance experience, or one year of experience in any of the standard mechanical or construction trades, and completion of a standard grade course; or any equivalent combination and training sufficient to indicate ability to do the work.

GENERAL STATEMENT OF DUTIES: Performs routine building cleaning and semi-skilled maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the efficient and economical performance of cleaning and maintenance operations for school buildings, grounds, and equipment. Work is performed under the general supervision of a head custodian, school principal, or other superior in accordance with established policies, but considerable leeway is permitted for the exercise of independent judgment. Supervision may be exercised over the work of cleaners.

EXAMPLES OF WORK: (Illustrative Only) Assigns subordinates to a variety of cleaning and maintenance tasks; sweeps and mops floors and stairs; dusts desks, woodwork, furniture and other equipment; washes windows, walls, blackboards, sinks, and other fixtures; polishes furniture and metal furnishings; empties waste baskets, collects and disposes of rubbish; clears snow and ice from walks and driveways; mows lawns, trims shrubs, rakes leaves, and performs a variety of other grounds keeping tasks; delivers packages and messages; arranges chairs and tables and other equipment for special use of school building; repairs window shades, replaces light bulbs, soap and towels; paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks; ability to follow oral and written directions; ability to read labels and instructions relative to the safe use of chemicals and cleaning materials and equipment; willingness to do custodial and other manual tasks; thoroughness, dependability; physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Ability to Read and Follow Written Instructions
2. Building Cleaning
3. Building Operation and Maintenance I

NOTICE TO CANDIDATES: SEE EXPANDED SCOPE STATEMENT; USE OF CALCULATORS IS ALLOWED

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Sec. 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Veterans: Disabled and Non-Disabled veterans as defined in Sec. 85, New York State Civil Service Law, will have 10 and 5 points respectively, added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Beginning 1/1/98 the New York State Constitution allows members of the U.S. Armed Forces who are on active duty the right to request extra War Time Veteran's Credits on civil service examinations. It is your responsibility to request the credits at the time of filing your application.

In conformance with Sec. 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Military Service Member: If you apply for an examination during the filing period but are on active duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to 10 days before the test date.

Saturday Religious Observer: Most written tests are held on Saturdays, if you cannot take the test on the announced test date due to a conflict with religious observances or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Handicapped Person: If special arrangements are required for testing, indicate this on your application.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

How to Apply: Application forms are available at the Lackawanna Civil Service Commission Office (Room 213) City Hall, 714 Ridge Rd. Lackawanna, NY or online <http://lackawannany.gov/government/civil-service/>.

**COMPLETED APPLICATIONS MUST BE
RECEIVED, PAID & FILED ON OR BEFORE JANUARY 15TH 2020 TO:
Lackawanna Civil Service Commission Office (Room 213)
City Hall, 714 Ridge Road
Lackawanna, NY, 14218
BY CLOSE OF BUSINESS – 4:30 PM –EST**

Application Fee: NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send or bring check or money order** made payable to the Lackawanna Civil Service Commission and write the examination number(s) and your social security number on your check or money order. **Do not mail cash.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. The fee will not be refunded if you do not qualify for the examination.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of may be obtained at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

Multiple Examinations Scheduled For the Same Day: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all you examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 12/25, 1/7, 1/8

EXPANDED SCOPE STATEMENT

1. Ability to read and follow written instructions

These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.

2. Building cleaning

These questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.

3. Building operation and maintenance I

These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.

Test guide:

A Guide for the Written Test for **High-level Custodians/Janitors** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

USE OF CALCULATORS IS ALLOWED